



*Embassy of the United States of America  
Kyiv, Ukraine*

## **JOB OPPORTUNITY ANNOUNCEMENT**

**# 040**

**Date: December 2, 2014**

**TO: ALL MISSION PERSONNEL**

**FROM: BRIAN RANDALL– HUMAN RESOURCES OFFICER**

**SUBJECT: LEGAL SPECIALIST, U.S. DEPARTMENT OF JUSTICE**

Employees are invited to apply for this position or refer *qualified and eligible* candidates to the Embassy Human Resources Office. *Application procedure* is outlined at the end of this notice. Questions should be directed to the Human Resources Office.

<b><u>POSITION TITLE:</u></b>	<b>LEGAL SPECIALIST</b>
<b><u>OPEN TO:</u></b>	<b>All Interested Candidates</b>
<b><u>GRADE LEVEL:</u></b>	<b>FSN-10, FP-05* (FULL PERFORMANCE LEVEL)</b>
<b><u>WORK HOURS:</u></b>	<b>Full Time, 40 hours per week</b>
<b><u>POSITION TYPE:</u></b>	<b>PERMANENT</b>
<b><u>OFFICE LOCATION:</u></b>	<b>U.S. Department of Justice/OPDAT Resident Legal Advisor</b>
<b><u>OPENING DATE:</u></b>	<b>Immediate</b>
<b><u>DEADLINE:</u></b>	<b>December 16, 2014 at 6 P.M. Kyiv Time</b>

*\*FP-5 is subject for confirmation with Washington.*

**IMPORTANT NOTE:**

**ALL ORDINARILY RESIDENT U.S. CITIZEN AND THIRD COUNTRY NATIONAL APPLICANTS MUST HAVE THE REQUIRED RESIDENCY PERMIT TO BE ELIGIBLE FOR CONSIDERATION AND ARE REQUESTED TO ATTACH COPY OF THEIR *RESIDENCY PERMIT* TO THE APPLICATION.**

## **BASIC FUNCTION OF POSITION:**

Incumbent is the aide to U.S. Department of Justice (DOJ)/OPDAT Resident Legal Advisor (RLA), advising RLA on legal, policy and political issues affecting the OPDAT program, which provides assistance to the Ukrainian government on criminal justice reform through a program of legislative and institutional reform, as well as skills development training for prosecutors, investigators and judges. Incumbent manages and helps plan legislative and institutional reform initiatives; reviews and analyzes current and draft legislation; maintains contacts and meets regularly with Ukrainian government officials; plans and organizes conferences and trainings; and manages the budget and administrative activities in this two-person office.

## **MAJOR DUTIES AND RESPONSIBILITIES:**

1. Manages a program of criminal-justice and anti-corruption legislative reform, including reviewing and analyzing draft legislation; advising the RLA on existing and draft legislation, legal issues and procedures; coordinating with RLA and Ukrainian officials and practitioners in planning and implementing legislative programs; writing legal memoranda and reports; planning and arranging working group conferences, including arranging location, financing and payments; arranging and participating in meetings with Ukrainian officials and experts, translating as necessary, and advising RLA on contents of meetings. Establishes and maintains communication channels with senior Ukrainian officials involved in drafting legislation, and serves as liaison between the RLA and such officials. Tracks international and national media coverage of relevant developments.

**40%**

2. Manages a program of structural and institutional reform of criminal justice institutions, with particular focus on prosecution and investigation of organized crime, trafficking in persons, money laundering, and corruption. Establishes and maintains communication channels with senior Ukrainian criminal-justice officials, particularly in prosecutors' offices, and serves as liaison between the RLA and Ukrainian criminal-justice officials. Arranges and participates in meetings with senior criminal-justice officials, translates as necessary, and advises RLA on contents of meetings.

**25%**

3. Manages a program of advanced legal education, training and conferences with government officials, experts and NGOs, relating to combating organized crime, trafficking in persons, money laundering, and public corruption, as well as reform of the criminal justice system. Focus of such activity is on prosecutors, judges and investigators. Coordinates with RLA in developing substantive curricula, preparing training materials, tracking and evaluating program participation. Coordinates with RLA on planning and arranging timing and location of conferences, ascertaining the costs and requirements, reviewing training materials, arranging for interpretation and translation of documents, and meeting with visiting delegations.

**25%**

4. Manages and monitors the budgets for operations and activities developed by the program as approved by the RLA, and functions as liaison with OPDAT HQ and Embassy financial office in managing fund cites. Manages and performs such general administrative and other duties as are required, including organizing meetings, provision of logistical support for visiting delegations, maintaining correspondence and records.

**10%**

### **QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:**

#### **EDUCATION:**

University degree in Law is required.

#### **PRIOR WORK EXPERIENCE:**

Minimum 3 years of experience as a lawyer is required. Experience as a lawyer includes but is not limited to work in law enforcement, the judiciary, prosecution, teaching law, or working for a non-governmental organization in the criminal justice sector.

#### **LANGUAGE PROFICIENCY:**

Level IV (fluent English), Level IV Ukrainian, Level III Russian. Must have an in-depth knowledge of legal vocabulary in each language. Must be able to interpret and translate from one language to the other as required.

#### **JOB KNOWLEDGE:**

Must possess an excellent understanding of the Ukrainian legal system and criminal justice system, as well as a solid understanding of the American and/or other European legal systems.

#### **SKILLS AND ABILITIES:**

Must have the ability and maturity to interact effectively with senior government officials and the public, and to speak before groups. Must be able to evaluate the quality of performance by service provider.

### **APPLICATION AND SELECTION PROCESS:**

✓ Effective August 1, 2010 Office of Overseas Employment announced new Universal Application for Employment (DS-174) as a mandatory application for any locally recruited positions. To apply for this position all interested candidates should fill out the DS-174 **in English** and submit it to the Embassy Human Resources Office by **COB December 16, 2014**. The new DS-174 is available on the official U.S. Embassy website under the Employment Opportunities section: <http://ukraine.usembassy.gov/job-opportunities.html>.

Universal Application for Employment (DS-174) should be completed in English, signed and emailed to: [KyivHR@state.gov](mailto:KyivHR@state.gov) or faxed to: **521-5155**.

#### **Note:**

Only those applications that are received in the Human Resources Office *before* the closing date will be eligible for consideration. Any application package that doesn't include the UAE (DS-174) will be considered incomplete and will not receive further consideration for

**recruitment. Due to the high volume of applications received, only shortlisted candidates will be contacted by HR.**

**ADDITIONAL SELECTION CRITERIA:**

- Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- Current employees serving a *probationary period* are not eligible to apply for this position.
- Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
- US Citizen EFMs who are currently employed under *Family Member Appointment* (FMA) must work for 90 calendar days in their current position before being able to apply for advertised position.
- US Citizen EFMs and NORs who are currently employed under *Personal Services Agreement* (PSA) must work for 90 calendar days in their current position before being able to apply for advertised position.
- U.S. Veterans and U.S. Citizen EFMs will be given preference in hiring over other *equally qualified candidates* in accordance with Section 301 (c) of the Foreign Service Act of 1980. Candidates who claim *U.S. Veterans hiring preference* must provide a copy of their Form DD-214 with their application. Candidates who claim U.S. Citizen EFMs hiring preference should indicate their EFM status in the application form.
- Only those applicants who are selected for the interviews will be contacted.

**EQUAL EMPLOYMENT OPPORTUNITY STATEMENT**

The U.S. Mission in Kyiv provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

CLEARED: JCole - RLA (by e-mail)